

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**MARCH 18, 2024**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Glenn Roth, Chair  
Ryan Newman, Vice-Chair  
Scott Floray  
Jacob Tanis  
Dick Decker

**STAFF:** David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer  
Sue Mazza, Data Entry  
John Bee, Solicitor

**ATTENDEES:** Wendy Nolf, Amy Lake, Kyle Kaplan, Kim Domin, Amber Hubert

**CALL TO ORDER**

Chair Roth called to order the Monday, March 18, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Mr. Decker made a motion to approve the minutes of the March 4, 2024 business meeting and payment vouchers. Mr. Tanis seconded the motion. All motions for Consent Agenda items were carried unanimously.

**COMMITTEE REPORTS**

- A. Planning Commission
  - Discussion on sidewalk ordinance
  - Discussion on The Horizon Final Subdivision for Phase II. There will be 39 lots created.
- B. Penns Prairie Park
  - Discussion on bids for mowing.
  - There is a delay in the construction of the pavilion. Future bids should be approved by an engineer.
  - Cell tower lease is due for renewal
- C. Penns Valley Emergency Medical Services
  - Mr. Floray remarked that the organization is running more efficiently, with an improved financial position.
- D. Centre Hall Borough continues to decline signing the Tax Agreement to support the operations of the PVEMS

## **SOLICITOR REPORT**

Potter Athletic Complex Lease -

Discussion for changes to the language of the current proposed lease. Mr. Roth reminded the parties that the initial discussion was for a one (1) year lease. Mr. Kaplan is concerned if the lease is not for several years initially that his group would be hesitant to invest money into the property. Mr. Decker made a motion to approve an interim month-to-month lease until the solicitor gets the final contract for the April 1<sup>st</sup> meeting. Motion seconded by Mr. Floray. Mr. Floray made a second motion to draft a lease with the changes to include a 5-year contract with first rites of refusal during the fourth year to renew the contract. The new draft lease will be reviewed and placed for vote at the April 24<sup>th</sup> meeting. Mr. Newman seconded the motion. **Vote in favor was unanimous. 5-0**

Tax Collector, Wendy Nolf, reported an issue with a property owner who owes two NSF charges for 2023 payments that were received. Ms. Nolf will provide copies of all written notifications to the property owner to Solicitor Bee for collections.

Solicitor Bee suggested adopting an ordinance addressing what the Township is authorized to recoup, in terms of imposing charges, fees, and costs, including counsel fees, penalties, interest, etc., in collecting municipal claims and incidental costs like insufficient funds fees. The Board wishes to implement an ordinance addressing this issue and asked Solicitor Bee to draft a proposed ordinance for consideration.

## **STAFF REPORTS**

*Public Works Superintendent –*

- The bridge for Lake Road replacement has been ordered by the contractor.
- Discussion on prices for propane from other supplies and the purchase of tanks versus tank rental.
- Dirt & Gravel project on Strawberry Hill Road needs to be finished. While in the area it is ideal to tar and chip, Blackhawk Road, Rimmey Road, and Gregg Station Road seems logical. Mr. Floray motioned to move forward to get these completed and Mr. Decker seconded. **Vote in favor was unanimous. 5-0**
- There is a second opportunity to apply for a Dirt & Gravel Grant for Tussey Sink Road.
- Mr. Boliek discussed the PIB loan for the Lower Georges Valley Road Bridge project.

*Secretary/Treasurer –*

- Reminder that the second meeting in April will be Wednesday, April 24<sup>th</sup> due to a conflict with Election Day.

## **OLD BUSINESS**

State College Area Connector Letter (draft by Mr. Decker) – Position of Board of Supervisors – Mr. Roth will email his comments on the letter to the other Supervisors tonight after the meeting.

Mr. Newman is continuing research on camera options for township physical security.

Mr. Newman reviewed again the proposal from Penns Valley Code Inspection to conduct the zoning transactions for Potter Township. Mr. Decker made a motion to request that data entry and the use of the Muncity software be placed in the contract. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.** There will no longer be office hours at the Township building for zoning. All business will be handled through Penns Valley Code Inspection via email or in person at their office in Milheim.

Mr. Tanis made a motion to move forward with implementing a timecard process for the employees that will be linked to Quickbooks. Mr. Newman seconded the motion. **Vote in favor was unanimous. 5-0.**

Mr. Roth will acquire more information about the Rt 45 Agricultural Heritage Corridor Project through Happy Valley Adventure Bureau.

The JSSB Loan for the Lake Road bridge project requires an authorization for Signatory. Mr. Tanis made a motion to authorize Chair Glenn Roth to sign all documents as the authorized signatory for the loan. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0**

#### **NEW BUSINESS**

Centre County Mapping and Addressing submitted two road name requests for the Cole Subdivision (Pennwoods View). The requested names are Cole Lane & Billys Way, which meet criteria for naming and 911 addressing. The County has tentatively approved the names pending Potter Township final approval. After review of the request Mr. Newman made a motion to approve the names Cole Lane & Billys Way. Mr. Tanis seconded the motion. **Vote in favor was unanimous. 5-0.**

The PSATS 2024 Proposed Bylaws Changes, Nominations Report, and Resolutions have been received for review. Input and comments will be accepted at the April 1, 2024 meeting.

Mr. Floray reported that Gavek Graphics will produce five (5) signs advertising the Riff Raff Collection for the total cost of \$150.00. Mr. Decker made a motion to approve purchase of the five (5) signs for the amount quoted. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0**

#### **BOARD / STAFF OTHER MATTERS**

Centre Hall-Potter Sewer Authority – Meeting Minutes – February 14, 2024 were distributed.

#### **ADJOURNMENT:**

Mr. Floray made a motion to adjourn the regular meeting at 8:50 pm. Motion seconded by Mr. Newman. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, Township Secretary  
Potter Township Board of Supervisors